

SAMPLE RESUME

FRANCINE FIRSTYEAR

Current Address:

5678 Seahawk Drive, Apt. 2B
Wilmington, NC 28403
(910) 555-5555

Permanent Address:

7890 Pine Forest Lane
Charlotte, NC 28555
(704) 555-1111

fdf9876@uncw.edu

Objective: Part-time position involving sporting goods retail sales and service

Education: **Bachelor of Arts, Physical Education, May 2009**
University of North Carolina at Wilmington

High School Diploma, May 2005
Richard Petty High School, Charlotte, NC
GPA: 3.65
Honors Graduate

Relevant Courses:	<u>Current College Courses</u>	<u>High School Courses</u>
	Psychology	Public Speaking
	Physical Education	Spanish I & II
	Communications	Sports in Literature

Skills:

- *Interact well with customers, sales staff and supervisors
- *Accurately work with cash register, sales receipts and returns
- *Effectively manage time, work and academic responsibilities

Work Experience:

Legal Aide, Summer 2005
Malcolm Fralderworth & Associates, Wilmington NC

- Conduct library and computer research
- Provide administrative support
- Assist clients

Sales Associate, September 2004 – May 2005
Sports R Us, Mint Hill NC

- Assisted customers with equipment and clothing options
- Arranged group sales with area sports teams
- Exceeded sales quota every month; increased average by 20%
- Managed store closing on weekends, depositing \$2500 in daily receipts
- Trained new sales associate

Assistant Baker, Summer 2004
The Pier Bakery, Wrightsville Beach NC

- Provided customer service
- Conducted retail and wholesale sales

Coach, 2003 – 2004
City League Soccer, Charlotte NC

- Coached teams of eighth grade girls and seventh grade boys

Team Manager, 2001 – 2005
Varsity Baseball Team, Richard Petty High School, Charlotte, NC

REFERENCES

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Ms. Jane Dough

Owner/Manager
The Pier Bakery
123 Beachfront Road
Wrightsville Beach, NC 28480
(910) 444-4444

Mr. Malcom Fralderworth

Attorney at Law
9876 South 17th Street
Wilmington, NC 28404
(910) 222-2222
mfralder@lawyers.com

Mrs. Colleen Allcars

Biology Teacher
Richard Petty High School
Charlotte, NC 28223
(704) 111-1111

Mr. Homer D. Brave

Store Manager
Sports R Us
777 Inning Stretch Blvd
Mint Hill, NC 28220
(704) 777-7777